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20 JUL 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 June 1970

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1. Cooperative Education: On Tuesday, 7 July, [REDACTED] will visit Georgia Tech to interview co-op candidates. A representative of the Office of Scientific Intelligence will accompany him on this trip.

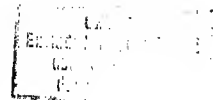
2. Position Classification: Our documentation of Office of Communications' job positions is continuing. This activity will probably take a considerable period of time as [REDACTED] descriptions are involved.

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3. Suggestion Awards:

a. The Suggestion Awards Committee recommended approval of a final \$845 award to an Office of Communications (OS-07) employee for the development of a system which significantly improved

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cryptographic material pouching procedures. The Committee approved a Certificate of Appreciation and an award of \$210 to one employee of Printing Services Division for achieving annual cost savings of over \$4,200 in chemical mixing operations, and an award of \$200 to another employee of PSD for his work toward the creation of a Procedures Manual for the Electronic Processing of Intelligence Composition.

b. The Deputy Director of Central Intelligence has accepted an invitation from the Deputy Director for Intelligence and Director, NPIC to be the guest of honor at an "Annual Suggestion and Idea Review" at NPIC at 2 p.m. on Wednesday, 1 July 1970. As Chairman, Suggestion Awards Committee, I have been asked to speak on this occasion. Other members of the Agency SAC have been asked to attend.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers/ [REDACTED] mtw (29 Jun 70)

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